



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Executive Department Office of the Governor Legal Division 201 State Capitol		4. Person to Contact Jane Conn	
		5. Working Title Legal Secretary	6. Tel. No. 656-1790

7. ACTION REQUESTED To amend schedule No. 73-91

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1971 to date	9. Exact Series Title Legislation Review Files
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10. What is the function of the office in which this record series is created?

The Legal Division, headed by the Legal Counsel, is responsible for handling all legal matters for the Executive Department. The Legal Counsel confers with and advises the Governor on all matters of state. The Division prepares all executive orders, minutes, and other executive documents; prepares, drafts, and monitors executive legislation programs and represents the Governor on such matters before legislators and other elected officials; reviews other legislation; represents the Governor on such judicial matters as criminal extraditions, executive agreements concerning the interstate transfer of prisoners, matters concerning capital punishment, resignations and appointments of all judicial officials, and resignations and bonds of public officials.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to reviewing legislation to determine Governor's position regarding bills.

Included are correspondence with citizens, State and local officials and legislators concerning legislation. Also included are reports of studies by Governor's staff members and others analyzing some bills.

Files are arranged alphabetically by subject

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				1.5	3		
Legal-size File Drawers	5	10	Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
				7			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				10	5	2	1

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**Historical Value**

24. REQUIREMENTS. The following requires the files to be kept permanently years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Records need to be kept 5 years for administrative reference. Archives staff has determined they have historical value and will be retained permanently.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER At end of each Gov's term, then:

- ☐ Hold in the current files area        month(s)/        year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold        year(s):  
☐ Destroy.  
☒ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:			
Agency Head/Designee		<i>William L. Haysler</i>	16 July 76
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
State Auditor/Designee		<i>William M. Dixon</i>	8-6-75
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Secretary of State/Designee		<i>Carroll Hart</i>	8-5-75
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Attorney General/Designee		<i>Al Thure</i>	8-7-75
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			

STATE RECORDS  
COMMITTEE

16. This series may be declared confidential at the discretion of the Governor. The Georgia Records Act as amended states in Section 10 (a):

Access to records of Constitutional Officers shall be at the discretion of the Constitutional Officer who created, received, or maintained the records, but no limitation on access to such records shall extend more than 25 years after creation of the records.